



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

January 15, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES: APPROVAL  
OF A COOPERATIVE AGREEMENT WITH THE CALIFORNIA DEPARTMENT  
OF TRANSPORTATION (CALTRANS) TO PROVIDE PEST AND INVASIVE  
WEED CONTROL ON CALTRANS PROPERTY FOR  
FISCAL YEARS 2007-08 AND 2008-09  
ALL DISTRICTS (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Agricultural Commissioner/Director of Weights and Measures to sign the attached Cooperative Agreement No. 07A2257 with the California Department of Transportation (Caltrans), authorizing the Agricultural Commissioner/Weights and Measures Department (ACWM) to provide pest and invasive weed control services on Caltrans property within and adjacent to the County in an amount not to exceed \$1,200,000 for work from between January 29, 2008 through June 30, 2009.
2. Authorize the Agricultural Commissioner/Director of Weights and Measures to amend the contract in an amount not to exceed 10 percent of the original contract, subject to review and approval by County Counsel and the Chief Executive Office and notification to Board offices.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Caltrans has requested that ACWM provide pest and invasive weed control services on freeways and other Caltrans property within and adjacent to the County.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Since the early 1980's, your Board has approved similar contracts with Caltrans for similar services.

### **Implementation of Strategic Plan Goals**

This Agreement supports the County's Strategic Plan Goal No. 3: Organizational Effectiveness, and Goal No. 4: Fiscal Responsibility. ACWM will respond to the request for pest and invasive weed control with a highly efficient and experienced team of County employees.

ACWM's fiscal capacity is strengthened as a result of Caltrans' willingness to reimburse ACWM for its expertise in safely and effectively controlling pests and invasive weeds.

### **FISCAL IMPACT/FINANCING**

Adequate appropriation will be made available in fiscal years 2007-08 and 2008-09 to cover contract costs. Reimbursement for pest and invasive weed control services will be made to ACWM by Caltrans. This contract is 100 percent revenue offset. There is no change to ACWM's net County cost.

### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

It is within the scope of the mission of ACWM to help prevent the establishment and reduce the spread of harmful and invasive weed, insect and vertebrate pests. The terms of the Cooperative Agreement shall be for the period from January 29, 2008 through June 30, 2009. The Cooperative Agreement has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

It is anticipated that pest and invasive weed control services will be performed by County employees only. In the event specialized equipment is needed, ACWM will meet the specific equipment requirements through competitive bid solicitation by private contractors.

The Honorable Board of Supervisors  
January 15, 2008  
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**IMPACT ON CURRENT SERVICES**

ACWM has sufficient staff and equipment to perform the services. The recommended Board action will not impact the current levels of service.

**CONCLUSION**

It is requested that the five (5) copies of the Cooperative Agreement submitted to your Board, along with the minute order authorizing the Agricultural Commissioner/Director of Weights and Measures to sign, be returned to ACWM. ACWM will forward to Caltrans.

Respectfully submitted,



William T Fujioka  
Chief Executive Officer

WTF:SRH:RDC  
KEF:RBS:mm

Attachments

c: Maya Lee, County Counsel  
Auditor-Controller

## **COOPERATIVE AGREEMENT**

This Agreement, entered into on **January 29, 2008**, is between the State of California, acting by and through its California Department of Transportation, referred to herein as **DEPARTMENT**, and the **County of Los Angeles**, Agricultural Commissioner/Weights and Measures, Pest Management Division, hereinafter referred to as **LOCAL AGENCY**.

### **RECITALS**

1. **DEPARTMENT** and **LOCAL AGENCY**, pursuant to Streets and Highways Code section 130, are authorized to enter in this Agreement affecting State highways within **CALTRANS District 7**.
2. The **LOCAL AGENCY** of Los Angeles has agreed to implement the CONTROL OF RODENT PESTS, NOXIOUS WEEDS, and AFRICANIZED BEES, hereinafter the Project, subject to the terms and conditions of this Agreement affecting State Highways within **CALTRANS District 7**.
3. The **LOCAL AGENCY'S** governing body, under the authority of local ordinances, if applicable, if Authorized to provide services or funding as described and specified herein pursuant to the **LOCAL AGENCY** resolution attached hereto as **Attachment II**.
4. All services performed by **LOCAL AGENCY** pursuant to this Agreement are intended to be performed in accordance with all applicable Federal, State, and **LOCAL AGENCY** laws, ordinances, regulations, and **DEPARTMENT** encroachment permits, published manuals, policies, and procedures.
5. Project funding is as follows:

| <u>FUND TITLE</u>   | <u>FUND SOURCE</u> | <u>DOLLAR AMOUNT</u> |
|---------------------|--------------------|----------------------|
| Streets and Highway | 100% State         | \$1,200,000.00       |
6. This Agreement is exempt from legal review and approval by the Department of General Services, pursuant to PCC section 10295.

### **SECTION I**

#### **LOCAL AGENCY AGREES:**

Satisfactorily complete all Project Work described in Attachment III.

### **SECTION II**

#### **DEPARTMENT AGREES:**

**DEPARTMENT** agrees that when conducting an audit of the costs claimed by **LOCAL AGENCY** under the provisions of this Agreement, **DEPARTMENT** will rely to the maximum extent possible on any prior audit of **LOCAL AGENCY** pursuant to the provisions of State and applicable Federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that such work is acceptable to **DEPARTMENT** when planning and conducting additional audits.

**SECTION III**

**IT IS MUTUALLY AGREED:**

In consideration of the foregoing and the mutual promises of the parties hereto, **LOCAL AGENCY** and **DEPARTMENT** agree as follows:

**1. Notification of Parties**

- a. **LOCAL AGENCY'S** Project Manager is **Sherlan Neblett**, Phone (626) 450-7445
- b. **DEPARTMENT'S** Contract Manager is **Kit Flom**, Phone (905) 383-8844
- c. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the parties at their respective addresses:

Los Angeles County  
Agricultural Commissioner/Weights and Measures/Pest Management Division  
Attention: Sherlan Neblett, Project Manager  
12300 Lower Azusa Road  
Arcadia, CA 91006

California Department of Transportation  
District 7 – Division of Maintenance  
Attention: Kit Flom, Contract Manager  
100 South Main Street, MS-3  
Los Angeles, CA 90012

**2. Period of Performance**

Work under this Agreement shall begin on 01/29/08, contingent upon approval of this Agreement by **DEPARTMENT**, and will terminate on 06/30/09, unless extended by amendment.

**3. Changes in Terms/Amendment**

This Agreement may only be amended or modified by mutual written agreement of the parties.

**4. Termination**

This Agreement may be terminated by either party for any reason by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination. In the event of termination by said notice, funds reimbursed to **LOCAL AGENCY** will include all authorized non-cancelable obligations and prior costs incurred

**5. Cost Limitation**

- a. The total amount payable to **LOCAL AGENCY** pursuant to this Agreement by **DEPARTMENT** shall not exceed \$1,200,000.
- b. It is agreed and understood that this Agreement fund limit is an estimate and that **DEPARTMENT** will only reimburse the cost of services actually rendered as

authorized by the **DEPARTMENT'S** Contract Manager at or below that fund limitation established hereinabove.

**6. Allowable Costs**

- a. The method of payment for this Agreement will be based on actual allowable costs. **DEPARTMENT** will reimburse **LOCAL AGENCY** for expended actual allowable direct and indirect costs, including, but not limited to labor costs, employee benefits, and travel (overhead is reimbursable only if the **LOCAL AGENCY** has an approved indirect cost allocation plan) and contracted consultant services costs incurred by **LOCAL AGENCY** in performance of the Project work, not to exceed the cost reimbursement limitation set forth in 5.a, above. Actual costs shall not exceed the estimated wage rates, labor costs, travel and other estimated costs and fees set forth in Attachment III without prior written agreement between **DEPARTMENT** and **LOCAL AGENCY**.
- b. Reimbursement of **LOCAL AGENCY** expenditures will be authorized only for those allowable costs actually incurred by **LOCAL AGENCY** in the performance of the Project work. **LOCAL AGENCY** must not only have incurred the expenditures on or after the Effective Date of this Agreement and before the Termination Date, but must have also paid for those costs to claim any reimbursement.
- c. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates are not commercially available to **LOCAL AGENCY**, or its contractors, its subcontractors, and/or its subrecipients, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process.
- d. **DEPARTMENT** will reimburse **LOCAL AGENCY** for all allowable Project costs no more frequently than monthly in arrears as promptly as **DEPARTMENT'S** fiscal procedures permit upon receipt of itemized signed invoices in triplicate. Invoices shall reference this Agreement Number and shall be signed and submitted to the Contract Manager at the following address:  
  
California Department of Transportation  
District 7 – Division of Maintenance  
Attention: Kit Flom  
100 South Main Street  
Los Angeles, CA 90012
- e. Invoices shall include the following information:
  1. Names of the **LOCAL AGENCY** Personnel performing work
  2. Dates of Service
  3. Agreement Number
  4. Locations of Service (**LOCAL AGENCY** - address)

**7. Reports**

- a. **LOCAL AGENCY** shall submit written progress reports with each set of invoices to allow the **DEPARTMENT'S** Contract Manager to determine if **LOCAL AGENCY** is performing to expectations, is on schedule, is within funding cost

limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.

- b. Any document or written report prepared as a requirement of this Agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts and subcontracts relating to the preparation of those documents or reports.
- c. **LOCAL AGENCY** will provide five (5) copies and one (1) electronic version of the final written report to the **DEPARTMENT'S** Contract Manager.

#### 8. Local Match Funds

- a. Except where expressly allowed in writing herein, reimbursement of credits for local matching funds will be made or allowed only for work performed on and after the start date and prior to the termination date of this Agreement, unless expressly permitted as local match expenditures made prior to the effective date of this Agreement pursuant to Government Code section 14529.17 or by prior executed SB 2800 Agreement for Local Match Fund Credit.
- b. **LOCAL AGENCY** agrees to contribute at least the statutorily or other required local contribution of matching funds (other than state or federal funds), if any is specified within this Agreement or in any Attachment hereto, toward the actual cost of the services described in Attachment III or the amount, if any described in an executed SB 2800 (Streets and Highways Code section 164.53) agreement for local match fund credit, whichever is greater. **LOCAL AGENCY** shall contribute not less than its required match amount toward the services described herein on a proportional monthly or quarterly basis coinciding with its usual invoicing frequency.

#### 9. Cost Principles

- a. **LOCAL AGENCY** agrees to comply with Office of Management and Budget Circular A-87, Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- b. **LOCAL AGENCY** agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) all parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving Project funds as a contractor or sub-contractor under this Agreement shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- c. Any Project costs for which **LOCAL AGENCY** has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Circular A-87, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by **LOCAL AGENCY** to **DEPARTMENT**. Should **LOCAL AGENCY** fail to reimburse moneys due **DEPARTMENT** within thirty (30) days of discovery or demand, or within such other period as may be

agreed in writing between the Parties hereto, **DEPARTMENT** is authorized to intercept and withhold future payments due **LOCAL AGENCY** from **DEPARTMENT** or any third-party source, including, but not limited to, the State Treasurer, the State Controller or any other fund source.

- d. **LOCAL AGENCY** agrees to include Project in the schedule of projects to be examined in **LOCAL AGENCY'S** annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with Office of Management and Budget Circular A-133.
- e. Prior to **LOCAL AGENCY** seeking reimbursement of indirect costs, **LOCAL AGENCY** must prepare and submit annually to the **DEPARTMENT** an indirect cost rate proposal and a central service costs allocation plan (if any) in accordance with Office of Management and Budget Circular A-87 and Local Program Procedures Manual (LLP 04-10).

**10. Americans with Disabilities Act**

By signing this Agreement **LOCAL AGENCY** assures **DEPARTMENT** that it complies with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

**11. Indemnification**

- a. Nothing in the provisions of the Agreement is intended to create duties or obligations to or rights in third parties to this Agreement or affect the legal liability of either party to the agreement by imposing any standard of care with respect to the operation, maintenance and repair of State highways different from the standard of care imposed by law.
- b. Neither **DEPARTMENT** nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by **LOCAL AGENCY** under or in connection with any work, authority or conduct conferred upon **LOCAL AGENCY** under this Agreement. It is understood and agreed that, **LOCAL AGENCY** shall fully defend, indemnify and save harmless **DEPARTMENT** and all of its officers and employees from all claims, suits or actions of every name, kind and description arising out of this Agreement, including but not limited to, any tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by **LOCAL AGENCY** under or in connection with any work, authority or conduct delegated to **LOCAL AGENCY** under this Agreement.

**12. Non-Discrimination**

- a. During the performance of this Agreement, **LOCAL AGENCY** and all of its subcontractors, if any, shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave. **LOCAL AGENCY** and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. **LOCAL AGENCY** and its sub-contractors shall



comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by this reference and are made a part hereof as if set forth in full. **LOCAL AGENCY** and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

- b. **LOCAL AGENCY** shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

### 13. Funding Requirements

- a. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties in order to avoid program and fiscal delays that would occur if the Agreement was executed only after ascertaining the availability of a congressional or legislative appropriation of funds.
- b. This Agreement is valid and enforceable only if sufficient funds are made available to **DEPARTMENT** by the United States Government and/or the California State Legislature for the purpose of this Project. In addition, this Agreement is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress or the State Legislature does not appropriate sufficient funds for the program and Project, this Agreement shall be amended to reflect any reduction in funds.
- d. **DEPARTMENT** has the option to void this Agreement under the thirty (30) day termination clause or to amend this Agreement to reflect any reduction of funds. In the event of an unscheduled termination, the **DEPARTMENT** Contract Manager may reimburse **LOCAL AGENCY** in accordance with the provisions of Article 4 of this Section III.

### 14. Records Retention

- a. **LOCAL AGENCY**, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line item for the Project. The accounting system of **LOCAL AGENCY**, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of **LOCAL AGENCY**, its contractors and subcontractors connected with Project performance under this Agreement shall be maintained for a minimum of three years from the date of final payment to **LOCAL AGENCY** and shall be held open to inspection, copying, and audit by representatives of **DEPARTMENT**, the California State Auditor, and auditors representing the federal government. Copies thereof will be furnished by **LOCAL AGENCY**, its contractors, and its subcontractors upon receipt of any request made by **DEPARTMENT** or its

agents. In conducting an audit of the costs and match credits claimed under this Agreement, **DEPARTMENT** will rely to the maximum extent possible on any prior audit of **LOCAL AGENCY'S** pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by **LOCAL AGENCY'S** external and internal auditors may be relied upon and used by **DEPARTMENT** when planning and conducting additional audits.

- b. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of **LOCAL AGENCY** contracts with third parties pursuant to Government Code section 8546.7, **LOCAL AGENCY**, **LOCAL AGENCY** contractors and subcontractors and **DEPARTMENT** shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire Project period and for three years from the date of final payment to **LOCAL AGENCY** under this Agreement. **DEPARTMENT**, the California State Auditor, or any duly authorized representative of **DEPARTMENT** or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to a Project for audits, examinations, excerpts, and transactions, and **LOCAL AGENCY** shall furnish copies thereof if requested.
- c. **LOCAL AGENCY**, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by **DEPARTMENT**, for the purpose of any investigation to ascertain compliance with this Agreement.

#### 15. Disputes

- a. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the **DEPARTMENT** Contract Officer, who may consider any written or verbal evidence submitted by **LOCAL AGENCY**.
- b. Neither the pendency of a dispute nor its consideration by the Contract Officer will excuse **LOCAL AGENCY** from full and timely performance in accordance with the terms of the Agreement.

#### 16. Subcontractors

**LOCAL AGENCY** shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted without written authorization by **DEPARTMENT'S** Contract Manager, unless expressly included (subcontractor identified) in Attachment III. Any subcontract in excess of \$25,000 entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement to be applicable to **LOCAL AGENCY'S** subcontractors.

#### 17. Third Party Contracting

- a. **LOCAL AGENCY** shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code

Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this Agreement without the prior written approval of **DEPARTMENT**. Contracts awarded by **LOCAL AGENCY**, if intended as local match credit, must meet the requirements set forth in this Agreement regarding local match funds.

- b. Any subcontract entered into by **LOCAL AGENCY** as a result of this Agreement shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as Project costs only after those costs are incurred and paid for by the subcontractors.
- c. If local match is a requirement of these funds, **LOCAL AGENCY** must ensure that local match funds used for the Project meet the requirements outlined in this Agreement in the same manner as is required of all other Project expenditures.
- d. In addition to the above, the preaward requirements of third party contractor/consultants with local agencies must be consistent with Local Program Policy (LPP 00-05).

**18. Disabled Veterans Business Enterprise**

- a. Should Military and Veterans Code sections 999 et seq. be applicable to **LOCAL AGENCY**, **LOCAL AGENCY** will meet, or make good faith efforts to meet, the 3% Disabled Veterans Business Enterprises goals (or **LOCAL AGENCY'S** applicable higher goals) in the award of every contract for Project work to be performed under this Agreement.
- b. **LOCAL AGENCY** shall have the sole duty and authority under this Agreement and each amendment to determine whether these referenced code sections are applicable to **LOCAL AGENCY** and, if so, whether good faith efforts asserted by those contractors of **LOCAL AGENCY** were sufficient as outlined in Military and Veterans Code sections 999 et seq.

**19. Drug-Free Workplace Certification**

By signing this Agreement, **LOCAL AGENCY** hereby certifies under penalty of perjury under the laws of the State of California that **LOCAL AGENCY** will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.) and will provide a drug-free workplace by doing all of the following:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code section 8355(a).
- b. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b) to inform employees about all of the following:
  - 1. the dangers of drug abuse in the workplace,
  - 2. the person's or organization's policy of maintaining a drug-free workplace,
  - 3. any available counseling, rehabilitation, and employee assistance programs, and

4. penalties that may be imposed upon employees for drug abuse violations.
- c. Provide as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
  1. will receive a copy of the company's drug-free policy statement, and
  2. will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of this Agreement or both, and **LOCAL AGENCY** may be ineligible for the award of any future state contracts if **DEPARTMENT** determines that any of the following has occurred: (1) **LOCAL AGENCY** has made a false certification or, (2) **LOCAL AGENCY** violates the certification by failing to carry out the requirements as noted above.

## 20. Relationship of Parties

It is expressly understood that this is an agreement is executed by and between two independent governmental entities and that this is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

## 21. Equipment Purchase (By LOCAL AGENCY)

- a. Prior authorization in writing by the **DEPARTMENT** Contract Manager shall be required before **LOCAL AGENCY** enters into any non-budgeted purchase order or subagreement exceeding \$500 for supplies, equipment, or consultant services. **LOCAL AGENCY** shall provide an evaluation of the necessity or desirability of incurring such costs.
- b. For the purchase of any item, service or consulting work not covered in the attached Project Description (Attachment III) and exceeding \$500, three competitive quotations must be submitted with the request or the absence of bidding must be adequately justified, and prior authorization must be obtained from the **DEPARTMENT'S** Contract Manager.
- c. Any equipment purchased as a result of this Agreement is subject to the following: **LOCAL AGENCY** shall maintain an inventory record for each piece of non-expendable equipment purchased or built with funds provided under the terms of this Agreement. The inventory record of each piece of such equipment shall include the date acquired, total cost, serial number, model identification (on sale, in accordance with established **DEPARTMENT** procedures, purchased equipment), and any other information or description necessary to identify said equipment. Non-expendable equipment so inventoried are those items of equipment that have a normal life expectancy of one year or more and an approximate unit price of \$5,000 or more. In addition, theft-sensitive items of equipment costing less than \$5,000 shall be inventoried. A copy of the inventory record must be submitted to **DEPARTMENT** upon request by **DEPARTMENT**.
- e. At the conclusion of the Agreement, or if the Agreement is terminated, **LOCAL AGENCY** may either keep the equipment and credit **DEPARTMENT** in an amount equal to its fair market value or sell such equipment at the best price obtainable at a

- f. public or private sale in accordance with established **DEPARTMENT** procedures and credit **DEPARTMENT** in an amount equal to the sales price. If **LOCAL AGENCY** elects to keep the equipment, fair market value shall be determined, at **DEPARTMENT** expense, on the basis of a competent, independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to **DEPARTMENT** and **LOCAL AGENCY**. If **LOCAL AGENCY** is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by **DEPARTMENT**.
- g. CFR 49, Part 18.32 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the Project.
- h. Any subagreement entered into as a result of this Agreement shall contain all of the provisions of this Article.

**22. Disabled Access Review**

Disabled access review by the Department of General Services (Office of State Architect) is required for the construction of all publicly funded buildings, structures, sidewalks, curbs and related facilities. No construction contract will be awarded by **LOCAL AGENCY** unless **LOCAL AGENCY** plans and specifications for such facilities conform to the provisions of sections 4450 and 4454 of the California Government Code, if applicable. Further requirements and guidance are provided in Title 24 of the California Administrative Code and the Americans with Disabilities Act (42 USC 12101, et. seq.).

**23. Fire Marshal Review**

The State Fire Marshal adopts building standards for fire safety and panic prevention. Such regulations pertain to fire protection design and construction, means of egress and adequacy of exits, installation of fire alarms, and fire extinguishment systems for any **DEPARTMENT** owned or **LOCAL AGENCY** occupied buildings per Section 13108 of the Health and Safety Code. When applicable, **LOCAL AGENCY** must assure that any relevant Project plans meet the standards of the State Fire Marshal to ensure consistency with **DEPARTMENT** fire protection standards.

**26. Environmental Clearance**

Environmental clearance of Project by **LOCAL AGENCY** and/or **DEPARTMENT** is required prior to requesting funds for right of way purchase or construction. No department or agency shall request funds nor shall any department/agency board or commission authorize expenditures of funds for any project, except feasibility or planning studies, which may have a significant effect on the environment unless such a request is accompanied by an environmental impact report per California Public Resources Code section 21102. The California Environmental Quality Act (CEQA), in California Public Resources Code section 21080(b)(10), does provide an exemption for rail projects which institute or increase passenger or commuter services on rail or highway rights-of-way already in use.

**27. Labor Code Compliance: Prevailing Wages**

If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, repair or maintenance **LOCAL AGENCY** must conform to the provisions of Labor Code sections 1720 through 1815, all applicable regulations and coverage determinations issued by the Director of Industrial Relations. **LOCAL AGENCY** agrees to include prevailing wage requirements in its contracts for public work.

Work performed by **LOCAL AGENCY'S** own forces is exempt from the Labor Code's prevailing wage requirements.

**28. Prevailing Wage Requirements in Subcontracts**

**LOCAL AGENCY** shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code section 1720(a)(1). Subcontracts shall include all prevailing wage requirements set forth in **LOCAL AGENCY** contracts.

**29. Project Close Out**

The Agreement Expiration Date refers to the last date for **LOCAL AGENCY** to incur valid Project costs or credits and is the date the Agreement expires. **LOCAL AGENCY** has sixty (60) days after that Expiration Date to make final allowable payments to Project contractors or vendors, prepare the Project Closeout Report, and submit the final invoice to **DEPARTMENT** for reimbursement for allowable Project costs. Any unexpended Project funds not invoiced by that sixtieth (60th) day will be reverted and will no longer be accessible to reimburse late Project invoices.

**30. State-Owned Data**

- a. **LOCAL AGENCY** agrees to comply with the following requirements to ensure the preservation, security, and integrity of State-owned data on portable computing devices and portable electronic storage media:
  1. Encrypt all State-owned data stored on portable computing devices and portable electronic storage media using government-certified Advanced Encryption Standard (AES) cipher algorithm with a 256-bit or 128-bit encryption key to protect **DEPARTMENT** data stored on every sector of a hard drive, including temp files, cached data, hibernation files, and even unused disk space.
  2. Data encryption shall use cryptographic technology that has been tested and approved against exacting standards, such as FIPS 140-2 Security Requirements for Cryptographic Modules.
  3. Encrypt, as described above, all State-owned data transmitted from one computing device or storage medium to another.
  4. Maintain confidentiality of all State-owned data by limiting data sharing to those individuals contracted to provide services on behalf of the State, and limit use of State information assets for State purposes only.
  5. Install and maintain current anti-virus software, security patches, and upgrades on all computing devices used during the course of the Agreement.
  6. Notify the Contract Manager immediately of any actual or attempted violations of security of State-owned data, including lost or stolen computing devices, files, or portable electronic storage media containing State-owned data.
  7. Advise the owner of the State-owned data, the agency Information Security Officer and the agency Chief Information Officer of vulnerabilities that may present a threat to the security of State-owned data and of specific means of protecting that State-owned data.
- b. To use the State-owned data only for State purposes under this Agreement.
- c. To not transfer State-owned data to any computing system, mobile device, or desktop computer without first establishing the specifications for information integrity and security as established for the original data file(s). Reference State Administrative Manual section 4841.2(e)(6).

**ATTACHMENTS:**

The following attachments are incorporated into and are made a part of this Agreement by this reference and attachment.

- I. Accounting & Audit Guidelines
- II. Resolution
- III. Scope of Work, Schedule, and Costs

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first herein above written:

**STATE OF CALIFORNIA**  
**DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

Title: Contract Officer

Date: \_\_\_\_\_

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **ACCOUNTING & AUDIT GUIDELINES FOR CONTRACTS WITH CALTRANS**

### **INTRODUCTION**

The purpose of this brochure is to outline for you, a potential contractor with the California State Department of Transportation (Caltrans), the basic elements of an adequate accounting system, and the types and objectives of audits that will be performed in relation to your contract. In order to successfully compete for a contract and meet the audit requirements, a contractor (whether a prime or subcontractor) must have a system of record keeping and internal control. Although a specific cost accounting system is not required, a contractor needs a system which will assure compliance with the terms of the agreement. A preaward audit will be performed to assure you meet these requirements prior to contract execution. If your system is deficient, the contract will not be executed.

Caltrans reimburses, through your overhead rate, the costs attributable to establishing and maintaining a cost accounting system.

Staff time and other costs related to an audit performed of your contract are also normally reimbursed through your overhead rate.

### **ACCOUNTING SYSTEM**

Contractors (whether a prime or subcontractor) planning to contract with Caltrans must have an accounting system which meets the following objectives:

- The ability to record and report financial data in accordance with generally accepted accounting principles.
- A system of record keeping to ensure that costs billed to Caltrans are:
  - a. Supported by adequate documentation.
  - b. In compliance with the terms of the contract and applicable Federal and State regulations specified in the contract.
- A system of record keeping which ideally includes the following:
  - a. A General Ledger
  - b. Job cost ledger
  - c. Labor distributions
  - d. Time records
  - e. Subsidiary journals
  - f. Chart of accounts



g. Financial statements

- The ability to accumulate and segregate reasonable, allocable (incurred solely for a project) and allowable (per terms of the contract) costs through the use of a cost accounting system. The following are some of the attributes which would ideally be found in such a system:
  - a. A chart of accounts which includes indirect and direct general ledger accounts. Indirect costs are not specifically identified to a project, for example, rent and/or utilities. Direct costs are specifically identified with a project, for example, drafting hours and/or design hours.
  - b. Segregation of costs by contract, category of cost and milestones (if applicable).
  - c. Proper recording of direct and indirect costs. For example, recording of labor costs should provide that non-project indirect hours be recorded on a timesheet and in the accounting records to an administration, vacation, sick leave or other indirect cost account/code. Direct project hours should be recorded on a timesheet and in the accounting records to a direct project cost account/code.
  - d. Consistent accounting treatment of costs in recording and reporting. For example, if travel expense is charged directly to a project, all travel expense incurred on any project should be considered a direct cost. As a result, project related travel, whether reimbursable per the contract terms or not, should not be included as an indirect cost.
  - e. Ability to trace from invoices submitted to Caltrans to job cost records and original, approved source documents, for example, timesheets, vendor invoices, canceled checks.
  - f. Ability to reconcile job cost records to the accounting records.
- Compliance with cost principles described in the Code of Federal Regulations 48, Federal Acquisition Regulations System (FAR), Chapter 1, Part 31. Information on how to obtain this regulation is described under "Audit Criteria" in this brochure.
- Procedures to monitor and adjust projected overhead rates to actual rates.
- Controls to ensure that written approval is obtained prior to any changes to the contract.
- Procedures to retain accounting records and source documentation as required by the terms of the contract.
- A system of internal control which provides reasonable assurance that assets are protected; financial data, records and statements are reliable; and errors and irregularities are promptly discovered, reported, and corrected. The elements of a system of internal control should include, but not be limited to, the following:
  - a. Separation of duties for proper protection of assets. Incompatible duties are those that place any person in a position to both perpetrate and conceal errors or irregularities in the normal course of business. For example, the person who writes checks should be different from the person who reconciles bank statements and the person who purchases goods should be different from the person who receives goods.

- b. Limiting access to assets to only authorized personnel who require these assets in the performance of their assigned duties. For example, blank check stock should be locked in a safe when not in use.
- c. Authorization and record keeping procedures which provide effective accounting control over assets, liabilities, revenues, and expenditures.
- d. A system of practices to be followed in the performance of duties and functions. Such a system normally includes policies and procedures which establish the purpose and requirements of the accounting system. For example, timekeeping practices should ideally provide for the following:
  - Timesheets be prepared, signed, and dated by all employees.
  - Timesheets be completed in non-erasable ink.
  - Timesheet corrections be crossed-out and initialed by the employee.
  - Timesheets be signed by a supervisor as reviewed and retained on file as required by the contract.
- e. Personnel with skills and training commensurate with their responsibilities.
- f. A system of internal review. For example, bank reconciliations and travel expense claims should be reviewed approved and signed by a supervisor.

## **AUDITS**

Contractors, whether a prime or subcontractor, performing under a negotiated contract with Caltrans are subject to the following audits:

### **PREAWARD AUDITS**

Prior to the award of a contract, the Caltrans Audits Office will conduct a preaward evaluation to determine if the contractor's accounting system is adequate to accumulate and segregate costs as detailed in the previous section and to determine if the proposed costs are reasonable. It alerts both the contractor and Caltrans management to problems relative to the contractor's cost proposal and cost accounting system. Due to time constraints in the award process, your cooperation in scheduling the preaward audit with short notice will expedite the execution of your contract.

### **INTERIM AUDITS**

Interim audits are performed on an as needed basis. During the preaward audit, if it is determined that the contractor's accounting system is new or minor deficiencies are noted, an interim audit is scheduled to determine that the system is functioning adequately to ensure that billed costs are supported and that any deficiencies were corrected. An interim audit may be requested by the

contract administrator or by Caltrans management to address concerns during the course of the contract. Also, an audit manager may initiate an interim audit of a long duration contract to ensure that costs reimbursed to date are allowable.

### **POST AUDITS**

Post audits of contracts are performed routinely after project completion. Post audits are performed to determine whether the costs claimed are allowable, allocable, reasonable, and in compliance with the Federal and State laws and regulations as well as the fiscal provisions stipulated in the contract. The examination includes reviews of applicable laws and regulations, the contract requirements and the contractor's system of internal controls. Audit tests of the contractor's accounting records and other auditing procedures considered necessary will also be made. Applications of all audit procedures would also be governed by the individual contract under audit. Unsupported or unallowable costs are normally the result of weaknesses in the accounting system and will be reimbursed to Caltrans.

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## **AUDIT CRITERIA**

For specific information regarding basic cost accounting systems and applicable State and Federal regulations, please see the following:

Code of Federal Regulations 48, Federal Acquisition Regulations System, Chapter 1, Part 31

This regulation contains cost principles and procedures for the pricing of contracts/subcontracts and the determination, negotiation, or allowance of costs. Contact:

Superintendent of Documents  
Government Printing Office  
Washington, DC 20402

(202) 783-3238

California State Administrative Manual

A reference source for statewide policies, procedures, regulations, and information. Contact:

Documents and Publications  
Office of Procurement  
Department of General Services  
P.O. Box 1015  
North Highlands, CA 95660

(916) 973-3700

For review of the above references, contact your local library or the California State Library.

California State Library/Library and Courts Building  
914 Capitol Mall  
P. O. Box 942837  
Sacramento, CA 94237-0001  
Information: (916) 654-0261

For assistance in establishing an accounting system which will meet the objectives outlined in this brochure, you should contact an accountant and/or bookkeeper who is familiar with cost accounting systems.

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Caltrans is an affirmative action employer. Equal opportunity is offered to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation,

age or sexual orientation. Contractors that contract with Caltrans are responsible for taking necessary and reasonable steps to achieve these same goals.

## **ATTACHMENT II**

**RESOLUTIONS TO BE PROVIDED BY COUNTY  
WHEN AGREEMENT IS SENT FOR SIGNATURE**

## SCOPE OF WORK

The two parties to this cooperative agreement are the State of California, Department of Transportation, District 7, which will be referred in this attachment to as the State, and the County of Los Angeles, Agricultural Commissioner/Weights and Measures/Pest Management Division, in the attachment referred to as the County.

County shall furnish all labor, tools, materials, equipment and incidentals to provide rodent pest, noxious weed and Africanized bee control services for District 7, referred to as the State. Such services shall consist of the acquisition, preparation and application of rodent, noxious weed, and Africanized bee control materials and methods. These services shall also consist of assistance with the formulation and implementation of long-term Integrated Pest Management (IPM) plans. IPM plans will combine strategies and tactics, including biological, cultural, physical, mechanical, educational, chemical methods to provide acceptable rodent control, combat the spread of invasive weeds, and protect the public and workers from Africanized bees. Where chemical control is used, a careful evaluation of the site will be performed and written recommendations provided. Only the lowest risk formulation that is effective against the pest will be used. The County shall be responsible for providing any legally required notifications, registrations or pesticide use permits and submitting use reports to appropriate County Agricultural Commissioner. Control methods will be seasonally timed as much as possible to provide the most effective control.

The State District 7 is divided into four (4) separate contiguous State Highway maintenance region locations identified as the Valencia North Region, Long Beach-South Region, Eastern-East Region, and Camarillo West Region. A list of the limits of the State maintenance regions and the Maintenance Manager's Office in each region, including mailing address and phone number is incorporated by reference as part of this contract. The specific pest and specified location will be provided the county by task orders signed after review by the State Contract Manager, with date, time and anticipated frequency, to the County Contract Manager. The County and the County Contract manager operate on a Monday through Thursday workweek. The State Contract manager is assigned a Monday through Friday workweek. The task orders provide contact phone and fax numbers for the County.

The State shall provide the devices and equipment for any lane and ramp closures for a task order, when deemed necessary by State Contract manager or his/her representative, shall be the responsibility of the State. The County shall provide all labor, tools, equipment and incidentals to be invoiced and referenced to the task orders. The labor, tools, equipment and incidentals are on specific adjusted rate list provided by the County. The State shall reimburse the County for actual costs of materials, supplies and incidentals to be consumed or installed at the worksite in performance of the cooperative agreement (including applicable sales tax). This will include specialized equipment and special personal protective equipment. This is the scope of work for agreement to span fiscal year 2007/2008 and FY 2008/2009.

## COSTS

The rate to be paid for the work described in this Agreement between Caltrans and the County shall be as follows:

### LABOR

|                                 |             |
|---------------------------------|-------------|
| Agricultural Chemical Sprayer   | \$ 58.63/hr |
| Agricultural Inspector II & III | 70.97/hr    |
| Brush Abatement Specialist      | 58.14/hr    |
| Pest Control Worker             | 43.81/hr    |
| Senior Weed Abatement Worker    | 55.40/hr    |
| Warehouse Worker II             | 59.44/hr    |
| Weed/Pest Abatement Worker      | 29.52/hr    |

### EQUIPMENT

|                                 |            |
|---------------------------------|------------|
| Chain Saw                       | \$29.66/hr |
| Chipper                         | 30.05/hr   |
| Mower, 7 ft (vendor)            | 169.58/hr  |
| Mower/Mulcher (vendor)          | 229.00/hr  |
| Spray Rig, 200/300 gal capacity | 12.44/hr   |
| Weed Eater                      | 8.21/hr    |

### MATERIALS

|                                     |               |
|-------------------------------------|---------------|
| Aluminum Phosphide Tablets          | \$ .10/tablet |
| Astro Insecticide                   | .86/oz        |
| Bee Catcher Trap                    | 6.48/ea       |
| Bullseye Dye                        | .29/oz        |
| DeltaDust                           | 6.59/lb       |
| Diphacinone Gr. Sq. Bait .005%      | 1.15/lb       |
| Diphacinone Gr. Sq. Bait .01%       | 1.22/lb       |
| Eaton Flavored Bait Blk             | 1.95/lb       |
| Endurance                           | 2.08/oz       |
| Fighter F                           | .16/oz        |
| Forest Oil Carrier                  | 7.04/gal      |
| Fusilade II                         | 1.49/oz       |
| Gallery 75 DF                       | 6.90/oz       |
| Garlon 4                            | .76/oz        |
| Gas Cartridges (large)              | 1.90/ea       |
| Generation Mini Blocks              | 4.06/lb       |
| Krovar 1DF                          | 10.46/lb      |
| Maki Blocks                         | 3.05/lb       |
| Manage                              | 2.36/scoop    |
| Merit                               | 30.47 pkt     |
| Oust                                | 10.89/oz      |
| Pendulum Aquacap                    | 39.19/ga      |
| Prodiamine                          | 6.95/lb       |
| Reward                              | 28.66/qt      |
| Roundup Pro                         | 36.31/gal     |
| Stalker                             | 103.46/qt     |
|                                     | or 3.23/oz    |
| Surflan AS                          | 83.31/gal     |
| Telar DF                            | 20.57/oz      |
| Tempo 20 WP                         | 4.46/oz       |
| Transline                           | 2.70/oz       |
| Triple 20                           | .90/lb        |
| Wasp Freeze                         | 7.04/can      |
| Wilco Gopher Bait - .5% Strychnine  | .32/oz        |
| Wilco Gopher Bait - 1.8% Strychnine | 1.05/oz       |

Regional Offices & Route/Post Miles

**DISTRICT 7 – REGION OFFICES**

NORTH REGION

28820 North The Old Road  
Valencia, CA 91355

Phone Number (661) 775-5465  
Manager: Wallie Jordan

EAST REGION

1940 South Workman Mill Road  
Whittier, CA 90601

Phone Number: (323) 723-6366 or (562) 692-0823  
Manger: John Janton

SOUTH REGION

5360 Imperial Highway  
Los Angeles, CA 90045

Phone Number: (310) 342-6161  
Manger: Christine Anderson

WEST REGION

4821 Adohr Lane  
Camarillo, CA 93012

Phone Number: (805) 389-1565  
Manager: Jim Fowler



Regional Offices & Route/Post Miles

**NORTH REGION**

| <u>ROUTE</u> | <u>POST MILE</u> |
|--------------|------------------|
| 002          | 14.2 – 64.1      |
| 005          | 19.8 – 88.6      |
| 005          | 0.0 – 24.1       |
| 014          | 24.8 – 77.0      |
| 101          | 9.2 – 16.9       |
| 110          | 23.9 – 33.1      |
| 118          | 0.0 – 15.6       |
| 126          | 0.0 – 12.8       |
| 134          | 0.0 – 13.4       |
| 138          | 0.0 – 69.4       |
| 170          | 14.5 – 20.6      |
| 210          | 0.0 – 25.3       |
| 405          | 44.7 – 48.7      |
| 710          | 30.9 – 32.7      |
| Kern County  |                  |
| 005          | 0.0 – 10.1       |

## Regional Offices &amp; Route/Post Miles

**EAST REGION**

| <u>ROUTE</u> | <u>POST MILE</u> |
|--------------|------------------|
| 005          | 0.0 – 15.0       |
| 010          | 19.67 – 48.3     |
| 019          | 3.9 – 16.6       |
| 039          | 17.7 – 18.74     |
| 057          | 00.0 – 7.72      |
| 060          | 1.9 – 30.5       |
| 066          | 00.0 – 5.34      |
| 071          | 4.79 – 0.34      |
| 091          | 14.6 – 20.74     |
| 105          | 14.1 – 18.14     |
| 164          | 0.0-8.8          |
| 210          | 25.2 – 48.52     |
| 605          | 00.0 – 26.0      |
| 710          | 17.3 – 27.4      |

## Regional Offices &amp; Route/Post Miles

**SOUTH REGION**

| <u>ROUTE</u> | <u>POST MILE</u> |
|--------------|------------------|
| 001          | 00.0 – 24.9      |
| 002          | 7.7 – 12.7       |
| 005          | 14.9 – 19.8      |
| 010          | 13.3 – 19.6      |
| 022          | 0.0 – 1.5        |
| 047          | 0.0 – 7.1        |
| 060          | 0.0 – 1.9        |
| 091          | 4.9 – 6.7        |
| 101          | 0.0 – 9.2        |
| 103          | 0.0 – 1.5        |
| 105          | 0.0 – 12.8       |
| 107          | 4.8 – 5.5        |
| 110          | 0.0 – 23.9       |
| 170          | 9.1 – 10.6       |
| 213          | 0.0 – 9.9        |
| 405          | 0.0 – 20.2       |
| 710          | 6.8 – 17.4       |

Regional Offices & Route/Post Miles

**WEST REGION**

| <u>ROUTE</u> | <u>POST MILE</u> |
|--------------|------------------|
| 010          | 0.0 – 13.3       |
| 090          | 0.9 – 3.3        |
| 101          | 16.9 – 38.2      |
| 405          | 20.2 – 44.8      |

**VENTURA COUNTY**

| <u>ROUTE</u> | <u>POST MILE</u> |
|--------------|------------------|
| 001          | 0.0 – 28.4       |
| 023          | 0.0 – 24.1       |
| 033          | 0.0 – 48.5       |
| 034          | 0.0 – 17.6       |
| 101          | 0.0 – 43.5       |
| 118          | 0.0 – 32.6       |
| 126          | 0.0 – 34.6       |
| 150          | 0.0 – 34.4       |
| 232          | 0.0 – 4.1        |